

DEPARTMENT OF THE ARMY  
Missouri River Division, Corps of Engineer  
12565 West Center Road  
Omaha, Nebraska 68144-3869

MRD-R 95-1-1

CEMRD-LM

Regulation  
No. 95-1-1

1 July 1996

Aviation  
CONTROL AND USE OF MISSOURI RIVER DIVISION AIRCRAFT (MRD-1)  
(RCS: DAEN-AS-10)

1. Age. To prescribe the policies and procedures governing the control and use of the Missouri River Division Government-owned and operated aircraft, MRD-1.

2. Applicability. This regulation applies to all elements of the Missouri River Division and subordinate districts.

3. References.

a. DOD Directive 4515.13-R.

b. Office of Management and Budget Circular A-126, May 22, 1992.

c. AR 95-1, General Provisions and Flight Regulations.

4. Policy.

a. MRD-1 will be used for the transportation of Department of Defense (DOD) employees engaged in official business for the completion of mission related activities. At no time will this airplane be used for the personal convenience of individuals.

b. Eligible passengers include members of the military; military reserve components when traveling to perform inactive duty for training or active duty training; civilians on PCS, TDY or TAD orders; employees of other US Government Agencies on official business exclusively for DOD; Foreign Nationals receiving training in the DOD when related to official business at Government expense; contractors who are under contract to the DOD when engaged in official activities for the DOD requiring air travel when essential to the accomplishment of the DOD mission and when contract provides transportation at DOD expense. Travel orders shall indicate the contract provisions of travel responsibility and include DOD appropriation chargeable.

c. The Secretary of the Army will approve travel of members and employees of the Congress in the 50 States on invited, departmentally sponsored non-reimbursable travel of interest to the military department.

d. Prior to approval, all requests for MRD-1 will be subjected to a cost analysis in accordance with paragraph 5.b. below.

e. MRD-1 is based at Offutt Air Force Base. Flights normally originate from and recover to this base. Instructions for passengers are contained on the passenger copy of the manifest. When commanding officers are manifested, they will be given the courtesy of boarding last and disembarking first. Passengers aboard the aircraft will ensure that interior furnishings are not damaged. Smoking and alcoholic beverages are not allowed onboard the aircraft. Passengers will follow all instructions from the Chief Pilot.

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This regulation supersedes MRD-R 95-1-1, 1 July 1991.

f. In order to preclude serious consequences to leadership and management of the Missouri River Division should a mishap occur, group travel on MRD-1 by Executive Office personnel and key MRD officials should be avoided when possible.

g. Reservations for accommodations and transportation at destinations will be made by persons requesting use of the aircraft. The crew will make their own reservations for overnight accommodations and transportation.

h. No flight will originate if the Chief Pilot determines prior to the flight that conditions exist or might develop which would jeopardize the flight. If a flight in progress either encounters such conditions or the pilot then determines that such conditions may develop, the pilot will determine whether to continue the flight to the destination, divert from the original flight plan or return to base. Under normal conditions where the flight is not or will not be placed in jeopardy, the aircraft will not be diverted from the original flight plan without the prior approval of the Division Transportation Officer.

i. The maximum flight crew duty day (first takeoff to final landing) will not exceed 16 hours. A minimum of 12 hours ground time must elapse from one flying day to the next.

#### 5. Procedures.

a. The request form (Appendix A) for use of MRD-1 will be submitted 10 working days, prior to flight date, to the respective Executive Assistant of the districts or to the Deputy Division Engineer for Division personnel. The request will contain full justification and purpose for the use of MRD-1.

b. The Division Transportation Officer will prepare a cost-comparison analysis to determine if MRD-1 is the most economical means of air travel. Commercial air travel costs versus variable costs for operation of MRD-1 will be used as a basis for scheduling all MRD-1 flights. The most economical alternative, consistent with mission accomplishment, will be selected. Other factors such as compatibility of commercial air schedules and availability of charter aircraft will be considered. Upon completion of the cost-comparison, the Division Transportation Officer will forward the completed analysis and the original request thru the Division Logistics Management Office for review, to the Deputy Commander, Missouri River Division for final action. If the flight is approved, the Transportation Officer will publish a manifest and request a mission number from the Operational Support Airlift Command (OSAC). Disapprovals will be returned to the requester without further action.

c. Flights will be conditionally approved based upon the information used in the cost-comparison analysis. Every effort must be made to minimize changes to the flight information contained in the request for use of MRD-1 (i.e., destinations, number and grades of passengers, and departure and arrival time). Changes should be made only if absolutely essential. The trip coordinator must report changes to the Division Transportation Officer as soon as possible. Changes which occur in sufficient time before a flight departure will be considered in another cost-comparison analysis which may revoke the previous conditional approval of the flight.

d. When changes, which impact the cost of the flight, occur too close to flight departure to allow another cost-comparison analysis, the trip coordinator must submit a Memorandum For the Record (MFR) explaining why it was both necessary and in the best interest of the Government to continue the flight in spite of the cost impact.

e. The flight manifest will be distributed to each passenger on the flight, executive assistants and Logistics Management Office (Transportation) in the respective districts, Contracting Division, Operations Division, Technical Support Branch(Electronic Maintenance), and the pilot. The official copy of the manifest will be retained by the Division Transportation Officer.

6. Responsibilities.

a. The Division Transportation Officer is:

(1) Responsible for scheduling mission-essential flights of MRD-1. Flights will be scheduled only after it has been determined that MRD-1 is the most cost effective means of flight, based on the cost-comparison analysis.

(2) Responsible for coordinating maintenance schedules with the MRD-1 Chief Pilot to minimize disruption of flights.

(3) The point of contact for all scheduling and all policies and procedures governing the use of MRD-1.

(4) Responsible for the figures used in safety reporting.

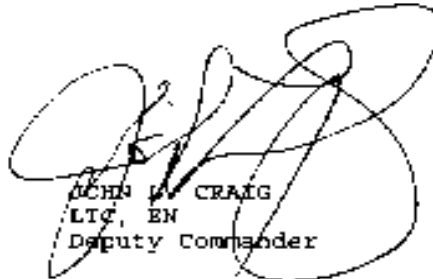
(5) The OSAC validator and point of contact.

b. The Omaha District Contracting Officer Representative (COR) is responsible for all activities necessary to operate, maintain and repair MRD-1 as set forth in detail in the contract and Flight Operations Manual. All changes, additions and improvements to the aircraft, subject to approval of the Division Commander, will be authorized by the Contracting Officer.

c. Omaha District COR will prepare an Aircraft Operations Report (RCS: DAEN-AS-10) at the end of the fiscal year. One copy of the report will be forwarded to reach HQUSACE no later than 4 weeks after the end of the fiscal year. One copy will be furnished to the Division Transportation Officer.

7. Cost Distribution. Operational costs of MRD-1 will be accumulated in the accounts of the Missouri River Division and charged out to appropriate accounts of the Division or districts. The costs are prorated monthly, based on a predetermined percentage established at the beginning of each fiscal year. These percentages are developed based on the previous year's utilization.

FOR THE COMMANDER:



JOHN W. CRAIG  
LTC, EN  
Deputy Commander

1 Appendix  
APPA-MRD F.0980

DISTRIBUTION:  
CEMRD-B  
CEMRK-EX-50  
CEMRD-EX-50

APPENDIX A

## REQUEST TO USE MRD-1

THRU: CEMRD-DC      CEMRO-EX      CEMRK-EX      DATE:

TO: CEMRO-LM    (402) 221-3016    FAX: (402) 221-4495

TRIP COORDINATOR: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

PURPOSE AND JUSTIFICATION: \_\_\_\_\_

ORIGINATION POINT: (OFFUTT) (LEG)	DATE/DESIRED ARRIVAL TIME:	DATE/DESIRED DEPART TIME:
1. LEG		
2. LEG		
3. LEG		
4. LEG		
5. LEG		
FINAL DESTINATION: (OFFUTT)		

COST OF COMMERCIAL AIRLINE TICKET: \$ \_\_\_\_\_  
DEPART/TIME/DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_  
RETURN/TIME/DATE: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_

DESTINATION POC AND PHONE:

PASSENGER NAME (MAX 10 PER LEG):	GR:	OFF SYM:	SSN:	WGT:
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
EXCESS BAGGAGE APPROX LBS:				